

**AIS Manual 25-L37-AJK-ATT-EM-1**  
**1 July 2001**

**Section 1**  
**Abbreviations**  
**and Acronyms**

**ACCT**  
account

**ACT**  
activity

**ADJ**  
adjustment

**ADPE**  
automatic data  
processing  
equipment

**ADS**  
Application  
Development System

**AFMIS**  
Army Food Management  
Information System

**AHC**  
Automated Headcount

**AIS**  
Automated  
Information System

**ALW**  
allowance

**AMT**  
amount

**ARNG**  
Army National Guard

**AUTH**  
authorized

**AUTODIN**  
Automatic Digital  
Network

**BAL**  
balance

**BAS**  
basic allowance  
for subsistence

**BCH**  
brunch

**BDFA**  
basic daily food  
allowance

**BOH**  
balance on hand

**BPA**  
blanket purchase  
agreement

**BRK**  
breakfast

**BRN**  
brunch

**BRT**  
B-Ration issue

**CAL**  
calories

**CASCOM**  
Combined Arms  
Support Command

**CBT**  
Computer-Based  
Training

**CFB**  
carried forward  
balance

**COB**  
close of business

**COI**  
Chief of  
Installation

**CUM**  
cumulative

**CUR**  
current

**CUST ID**  
customer  
identification code

**DA**  
Department of the  
Army

**DAAS**  
Defense Automated  
Address System

**DCL**  
Development Center  
Lee

**DCSLOG**  
Deputy Chief of  
Staff Logistics

**DDT**  
DF to DF transfer

**DESC**  
description

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**DF**  
dining facility

**DFE**  
Delivery Frequency  
File

**DFO**  
Dining Facility  
Operations/Dining  
Facility Operations  
Subsystem

**DFX**  
Dining Facility  
Transmission File

**DIC**  
document  
identification code

**DIN**  
dinner

**DISMS**  
Defense Integrated  
Subsistence  
Management System

**DLA**  
Defense Logistics  
Agency

**DOD**  
Department of  
Defense

**DODAAC**  
Department of  
Defense Activity  
Address Code

**DOIM**  
Directorate/Director  
of Information  
Management

**DON**  
document number

**DSCP**  
Defense Supply  
Center Philadelphia

**DSO**  
dinner short order

**DSO**  
Defense Subsistence  
Office

**DT**  
date

**DVD**  
direct vendor  
delivery

**EM**  
End User Manual

**ERF**  
Equipment  
Replacement Function

**ESC**  
escape key

**EST**  
estimated

**FAO**  
finance and accounting  
office

**FD**  
Functional  
Description

**FFAVORS**  
Fresh Fruit and  
Vegetable Ordering  
System

**FM**  
Functional User  
Manual

**FORSCOM**  
U.S. Army Forces  
Command

**FSC**  
Federal Supply Class

**FSO**  
food service officer

**FSS**  
food service  
sergeant

**H/C**  
headcount

**HC**  
headcount

**HDCT**  
headcount

**IAW**  
in accordance with

**ICP**  
Interim Change  
Package

**IFA**  
Installation Food  
Advisor/Installation  
Food Advisor  
Subsystem

**IFF**  
Issue Frequency File

**INV**  
inventory

**IPD**  
issue priority  
designator

**ISA**  
issue adjustment

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**ISR**  
issue reversal

**ISS**  
issue

**IUF**  
Installation Uniques  
File

**LCH**  
lunch

**LP**  
local purchase

**LUN**  
lunch

**LSO**  
lunch short order

**MAP**  
Military Assistance  
Program

**MCN**  
management control  
number

**MIF**  
Master Item File

**MIS**  
Management  
Information System

**ML**  
meal

**MON**  
monetary

**MPA**  
Military  
Personnel  
Army

**MPP**  
Menu Planning  
Program

**NBK**  
night breakfast

**NDN**  
night dinner

**NSN**  
national stock  
number

**NLT**  
not later than

**OM**  
Computer Operations Manual

**OMA**  
Operation and  
Maintenance  
Army

**PA**  
Proponent Agency

**PAC**  
Personnel Action  
Center

**PCN**  
product control  
number

**PD**  
period

**POS**  
Point Of Sale

**PORT**  
portion

**QTY**  
quantity

**RBP**  
ration breakdown  
point

**RCM**

reduced price  
commissary items

**RCT**  
receipt

**RCP**  
recipe

**RDD**  
required delivery  
date

**RHF**  
Recipe Header File

**RIC**  
routing identifier code

**RIF**  
Recipe Instruction File

**RIN**  
Recipe Ingredient  
File

**RISA**  
Reimbursable  
Issues/Sales Account

**ROQ**  
recommended order  
quantity

**ROS**  
report of survey

**RQN**  
requisition

**S/C**  
surcharge

**SCP**  
Software Change  
Package

**SD**  
System Developers  
Manual

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**SEIP**  
Standard Engineering  
Installation Package

**SIK**  
subsistence in  
kind

**SOC**  
statement of charges

**SOP**  
Standing Operating  
Procedure

**SQL**  
source query  
language

**SSA**  
Supply Support  
Activity

**SSF**  
Single Stock Fund

**STANFINS**  
Standard Army  
Financial System

**STAT**  
status

**STORES NT**  
Subsistence Total Order And  
Receipt Electronic System  
NT

**TIIN**  
TISA item  
identification  
number

**TISA**  
Troop Issue  
Subsistence  
Activity/Troop Issue  
Subsistence Activity  
Subsystem

**TISO**  
Troop Issue  
Subsistence Officer

**TOD**  
today

**TOT**  
total

**TRADOC**  
U.S. Army Training  
and Doctrine Command

**TRA**  
turn-in adjustment

**TRF**  
Transaction Register  
File

**TRI**  
transfer-in (TISA to  
TISA)

**TRN**  
turn-in

**TRO**  
transfer-out (TISA  
to TISA)

**TRR**  
reversed turn-in

**TTI**  
TSA test item

**UAC**  
underdrawn account  
adjustment

**U/I**  
unit of issue

**UM**  
unit of measure

**UPR**  
unit price

**U/P**  
unit price

**USAR**  
U.S. Army Reserve

**VIF**  
Vendor Information  
File

**VRGC**  
voucher register and  
general control

**WT**  
weight

**XFR**  
transfer

## **Section 2**

### **Terms**

#### **Acronym**

An artificial word formed from the first letter of each word in a phrase (e.g., TISA from Troop Issue Subsistence Agency).

#### **Alphabetic (A)**

The characteristic of being formed wholly by letters of the alphabet.

#### **Alphanumeric (AN)**

The characteristic of being formed by alphabetic, numeric, or a combination of alphabetic and numeric characters.

#### **Application program**

A set of computer instructions that allows you to complete a specific task; for example, order entry, invoicing, word processing.

#### **Backup copy**

A duplicate copy of a volume, directory, or file that is archived, copied on a floppy diskette, or archived on a tape cartridge.

#### **Baseline**

A version of the computer program. Expressed as a number; for example, SCP 04.

#### **Baud rate**

Number of signaling elements (bits) transmitted per second.

#### **Booting**

Bringing the system up so that it can be used.

#### **Buffer**

A temporary storage for data waiting to be printed so the CPU can do other tasks.

#### **Edit**

To make changes, additions, or deletions to a file, document, program, or data.

#### **Function key**

One of 14 keys in a horizontal row across the top of the keyboard. Labeled F1 thru F14. Used to perform a transaction or to manipulate the screen.

#### **Function key set**

Display on a screen of the name(s) of one or more of the function keys. The purpose is to identify the key to use to perform a selected function. The display shows the name of the function (insert, delete, etc.).

#### **Hardcopy**

Any form of information or data displayed on paper.

#### **Hardware**

The physical components that make up the computer system, including the monitor, keyboard, printer, etc.

#### **Highlight**

A steady light, horizontal in shape, that covers a data field on the screen. Notifies the operator to select a process or transaction name from a list and enter that name. Sometimes called a highlighter.

#### **Initialization**

The process of preparing a diskette by formatting it, testing it for surface defects, writing control structures on it, and creating files.

#### **Inquiry**

Asking/inquiring/accessing a database for information. Also called query.

#### **Interface**

A process or piece of hardware designed to make two different systems or devices work together.

#### **Intensive Management Code**

A code used to identify a subsistence item for intensive management.

#### **Inventory Management**

The dollar value of all subsistence items in inventory.

#### **Keyboard**

The part of the computer which allows you to enter data manually.

#### **Key data**

Groups of characters, usually a field, used to identify or locate a record.

**Logon (verb)**

To sign on to the system.

**Logout (verb)**

To sign out when an operator has finished.

**Modem**

A unit that modulates and demodulates digital information; a device which translates digital signals to analog signals; enabling transmission of the information across communication lines which may be commercial telephone lines or field and radio.

**Monitor**

The part of the computer that displays information on television-like units. Also called a screen or terminal.

**Password**

A security measure. Can be assigned to a user, device, volume, directory, file, or process. Once assigned, the password is needed to gain access to the designated levels of the system.

**Power-down**

Term used to describe the steps for turning off the computer.

**Power-up**

Term used to describe the steps for turning on the computer.

**Printer**

The part of the system that produces printed (hard copy) output.

**Problem report**

The notification from a user to report a software problem.

**Process**

To carry out a function.

**Program**

A logically arranged set of instructions defining the operations that the computer performs.

**Prompt**

A signal from the computer indicating that it is ready to receive a response from the operator.

**Query (verb or noun)**

See Inquiry.

**Queue**

A waiting line created by the computer when it can't take action immediately.

**Spooler**

Means by which output is placed in a queue (temporary holding area) to await transmission for printing.

**System Administrator**

The person responsible for planning and controlling the use of hardware and software.

**Transaction**

Action (e.g., add, delete) on a record or group of records.